



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: DETECTIVE CLERK

DEPARTMENT: SHERIFF'S OFFICE

If you have any questions about this position vacancy please call: 406-7585570

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: AFSCME #3364

☒ FULL TIME ☒ REGULAR
(YEAR ROUND POSITION)

STARTING WAGE: \$18.86 per hour

☐ PART TIME ☐ SEASONAL

SALARY AT:

1 Year Step \$19.93 per hour

3 Year Step \$21.03 per hour

5 Year Step \$21.39 per hour

☐ TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

DETECTIVE/CORONER CLERK

DEFINITION:

The detective/coroner clerk provides administrative and secretarial support for the detective division and the coroner division. Duties for the detectives division includes transcribing detective interviews, assisting the evidence custodian in managing evidence and other duties as assigned by the detective commander. The coroner duties include filing death certificates, cremation requests, and other reports mandated by the State of Montana. The coroner clerk also corresponds with families of the deceased, the funeral homes, insurance companies, attorneys and any other entities involved in settling the affairs of deceased individuals.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (The following are intended to illustrate typical duties and responsibilities; they are not to be all inclusive or restrictive)

Detective Secretary:

- Answer the phone, direct calls
- Type investigative subpoenas for phone records
- Write follow-up reports when required
- Assign reports when needed
- Read and edit reports
- Transcribe interviews and telephonic search warrants
- Assist administration
- Work with all local law enforcement agencies
- Generate photo line-ups upon request
- Send law enforcement verification forms and back-up reports to Crime Victim Compensation Program
- Enter field interrogation data into computer
- Maintain all office machines
- Maintain titles/registrations on detective vehicles
- Notarize documents

Coroner Secretary:

- Properly file cremation requests
- Edit and complete coroner reports for distribution
- File Motor Vehicle Death Reports with MHP in Helena
- Complete on-line amendments for pending death certificates

- Forward pertinent information to Northwest Tissue Center in Seattle for tissue or organ donations
- Maintain coroner records
- Maintain a good working relationship with the Crime Lab, County Attorney's Office, Pathology Department at KRMHC, funeral homes, Clerk & Recorder and District Court
- Compile statistics
- Coordinate autopsies with pathologists when asked to do so
- Contact Social Security Administration when SSN's do not match the name, then correct reports and death certificates
- Inform Western Montana Mental Health, of the circumstances of all suicides for their compilation of statistics
- Provide insurance companies, attorneys, OSHA and other agencies with pertinent reports and billing
- Complete on-line death certificates and amendments
- Verify that 24-hour death notifications to coroner forms are received from the hospitals in a timely manner
- Maintain paper trail of all disbursed information
- Coordinate coroner inquests with County Attorney, District Court, coroner, presiding coroner; send out Jury Questionnaire and Excuse Affidavits from list of registered voters provided by Clerk of Court; do a complete background check; set up date and time of inquest with District Court; send out jury selection letters
- Order supplies when needed: toxicology kits, coroner forms, tubes, syringes, needles

MINIMUM REQUIREMENTS: (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment)

Knowledge, Skills & Abilities:

- Must be organized
- Type at least 65 WPM
- Superior written communication skills
- Knowledge of medical terminology
- Knowledge of general office software
- Operation of office machines, including fax machine, copier and ten-key
- Ability to deal with the public and courts in a tactful, courteous, and professional manner
- Maintain the confidentiality of information
- Ability to work conjointly with personnel in front office to maintain a cohesive working environment

Action:
Adopted

Date:
7/10/2012

Reference:
Commissioners' Minutes